

August 21, 2020
Meeting of the Madison County Electoral Board
Minutes - Draft

Attendees: Electoral Board Members: Mark Farmer, Chair, Susanna Spencer, Vice-Chair and Bonita Burr, Secretary, General Registrar (GR), Lauren Eanes

The Meeting was called to order at 3 pm

The Agenda was approved.

The Minutes of the July 30 Electoral Board meeting were approved.

November General Election Planning

L & A date is Sept 16 at 2 pm, notice will be posted.

Training dates for election officials will be Oct 13, 15, 19, 21 at 4:30.

The letter to election officials will be drafted and sent out first week of September.

There will be training on setting up and using the basic functions of the Touch Writer.

The Electoral Board (EB) will meet for the Canvass on Wednesday Nov 4 at 10 am. It will meet to complete the Canvass and certify the election on Friday November 6 at 2 pm.

The EB/GR will prepare a flyer /postcard with voting information to go to every postbox in Madison. The Information will include new Early voting info – Covid 19 info – Photo ID change etc. similar to what the GR publishes in the newspaper and puts on the website.

Precinct COVID 19 preparations will be similar to those from the June Election. We will prepare signs indicating the use of face masks and will have a supply for voters who come in without them. We will revisit the Medical Reserve Corps assistance to see if it is useful or not.

The EB voted to appoint 4 new Election Officials. Patricia Defibaugh, Julie Wilcox, Robin Breckenridge and Deborah Flynn. We have contacted the local political parties to help us find some one-time/ split-shift election officials for November.

The EB agreed on 9500 ballots to be ordered for this election. This figure was based on the percentage of participation in 2016 (77% of total voters), the possibility of even greater turnout and having to use additional ballots for early/absentee voters who change their minds and decide to vote in person. We also approved 25 Presidential only ballots.

Mark Farmer will contact the Sheriff, VDOT and emergency departments to ensure Election Day security and safety. Some precinct issues that need to be addressed are:

Burnt Tree/Radiant precinct – need road signage and cones, parking control at Brightwood. We will ask the Chiefs what they need during training.

EB members will make every effort to attend the Protect 2020: Virginia Elections Virtual Security Workshop.

General Registrar report:

CARES Act funding will cover many items needed by the General Registrar's office to conduct elections in the COVID19 environment. The EB voted to approve the purchase of POLLPAD electronic pollbooks to replace the current aging pollbook laptops. The training package will also be purchased ahead of time if possible.

Several Absentee ballot/early voting issues were clarified and will be documented separately. There are still some issues that need to be resolved:

On Election Day can a voter bring voted AB to their normal precinct and "drop it off" inside the precinct?

Will we be able to have a ballot "drop box"? If this option is approved by the General Assembly the Electoral Board has voted in favor of installing the drop box outside the GR office and with a security camera in place.

Once all the issues are clarified we will put together Absentee Ballot/early voting information and guidelines for voters to be included in the flyer.

We will prepare AB handling procedures for election officials and train chief to handle them. Will prepare an "AB kit" go to for the Chiefs with "what – if" questions, answers, provisional ballot information, envelope for voided ballots with list of names of voters). Precinct AB Lists will also be in the kit.

The General Registrar is planning to hire an Assistant Registrar to help with early voting. The EB will look for some election officials that can provide backup help if needed.

Given the number of AB ballot applications received to date, the EB and GR agreed that the GR should plan for processing AB ballots prior to Election Day. The GR will schedule one day prior to election day for the CAP to meet and get started processing the ballots. The date and time will be posted for the public. The CAP will be scheduled to work on Friday November 6 to count all AB ballots received after Election Day and up to noon on Friday.

The EB considered the use of 2 Optical Scanners for the CAP, for in person and for mail in. This will reduce our backup equipment to just one machine. The GR will do a risk assessment with our IT specialist. The advantage would be to be able to deliver in-person results on Election night.

The GR will pursue High school Page Program again this year. The circumstances are very different due to COVID19.

Bonita Burr, Secretary